

**STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION**

memorandum

subject: Position Opportunity
Administrative Assistant
Bureau of Engineering and Construction

date: September 18, 2012

to: ALL CONCERNED

from: Vicki Arpin
Human Resources Administrator

Open To: Department of Transportation Employees (Refer to "Eligibility" section below)

Location: Bureau of Engineering and Construction – Newington Office

Hours: 40 hours per week

Closing Date: October 1, 2012, 4:00 p.m.

There is an internal reassignment/promotional opportunity for the position of Administrative Assistant within the Highway Design and Traffic Engineering divisions in the Bureau of Engineering and Construction.

The selected candidate will serve as the Administrative Assistant to the Division Chiefs and will perform the full range of administrative and secretarial support functions. Duties include typing, researching and assembling information; developing spreadsheets; preparing reports and complex letters/memoranda; responding to constituent requests; editing correspondence prepared by others, acting for the Division Chief within defined limits of authority and assisting with activities related to day-to-day office operations; making travel arrangements; preparing travel authorizations and reviewing travel documents prepared by others; arranging and coordinating meetings; assisting in budget development and submission; screening and directing inquiries and correspondence for appropriate response and/or action. The nature and duties of this position require the incumbent to maintain a high level of confidentiality and dependability. This position also requires an advanced level of accountability, problem resolution and interpersonal contacts with a wide range of individuals at various levels inside and outside the department.

Preferred Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate any standard office equipment; and ability to take notes (shorthand, speedwriting, or other method acceptable to the Division Chief). In addition, some experience in a construction and/or engineering environment and familiarity with engineering documents is preferred.

Eligibility: In order to be considered for this opportunity, candidates must be on a current Administrative Assistant examination list promulgated by the Department of Administrative Services. Employees holding the title of Administrative Assistant may apply for lateral transfer.

Application Instructions: Submit a cover letter which states your interest and suitability for the position, and whether you are on a current Administrative Assistant exam list or hold the title, application (State of CT form CT-HR-12) and resume to:

Cynthia Young
Office of the Chief Engineer
2800 Berlin Turnpike, P.O. Box 317546, Newington, CT 06111

State employees must also include copies of last two service ratings received. Interviews will be limited to candidates whose experience and training most closely meet the requirements of this position. Applicants may refer to the DAS website at <http://das.ct.gov/HR/JobspecNew/JobSearch.asp> to view the job specification.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.